

***** Please note that this application reflects the questions asked in our current application form, submitted online through Submittable. It does not necessarily reflect the format of the current application. *****

INSTRUCTIONS

The application requires you to complete a narrative section, provide general information about your institution, and upload several attachments. If you are a department, division, or section of a larger organization (e.g., an archives department in a larger museum, a university archive or library), please answer questions about staff and budget related to your department, division, or section rather than the institution as a whole.

Responses to the **Narrative** and **General Information** questions require you to check off all applicable answers to each question and/or can be entered in the appropriate text box.

The following **Attachments** are required at the time of submission:

- **Commitment Letter from Director or Board Chair:** The commitment letter should show that the institution as a whole is committed to seeing through the service for which you are applying. The letter should express support from the board and/or staff to undertake the service and to implement recommendations to the best of their ability. In addition, the letter should identify a contact person who will be responsible for coordinating with DHPSNY as well as implementing any recommendations that come from the report. Overall, the letter should show that the board is aware of what the service is providing and has made a commitment to working with DHPSNY and their staff to see it through. Depending on your organization, this letter should be signed by the highest ranking board and/or staff member.
- **Proof of Tax Exempt Status:** A letter or certificate from the Internal Revenue Service or New York Department of Taxation and Finance.
- **Most Recent Annual Financial Statements:** If your most recent financial statements are not available, a copy of Form 990 (Return of Organization Exempt from Income Tax) is also acceptable. *Please do not attach bank statements.*
- **List of Board Members**
- **List of Staff Members and/or Volunteers**
- **Written Policy Statements:** Attach any written policy statements your institution has in place. These include, but are not limited to: Mission Statement, Collection Management Policy, Collection Development Policy, Exhibition Policy, Loan Policies, Access Policies, Handling Policies, and Emergency Preparedness and Response Procedures. *Please be sure to label all attachments accurately.*
- **Any Relevant Background Information:** This can include brochures, rack cards, newsletters, etc. If you indicate that you have received a survey or assessment previously in Question (C1), include a copy of the executive summary or full report.

General Information

Organization Name: Willingboro Historical Society

Address: 213 Ridge Rd
Willingboro, NY 11599

Phone: 585-312-3113

Institution's Website Address: <http://whs.org>

Director: Julie Cortland

Director's Email: info@whs.org

Contact Person: John Marshall
Title: Associate Director

Phone: 585-312-3113 ext 2
Email: jmarshall@whs.org

Type of Organization:

- | | | |
|--|---|--|
| <input type="checkbox"/> Academic archive | <input type="checkbox"/> Independent non-profit archive | <input type="checkbox"/> Public library |
| <input type="checkbox"/> Academic library | <input type="checkbox"/> Historic house/site | <input type="checkbox"/> Special library |
| <input checked="" type="checkbox"/> Historical Society | <input type="checkbox"/> Non-profit with library and archival collections | |
| <input type="checkbox"/> Museum | | |
| <input type="checkbox"/> Other _____ | | |

County:

- | | | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Albany | <input type="checkbox"/> Alleghany | <input type="checkbox"/> Bronx | <input type="checkbox"/> Broome | <input type="checkbox"/> Cattaraugus |
| <input type="checkbox"/> Cayuga | <input type="checkbox"/> Chautauqua | <input type="checkbox"/> Chemung | <input type="checkbox"/> Chenango | <input type="checkbox"/> Clinton |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Cortland | <input type="checkbox"/> Delaware | <input type="checkbox"/> Dutchess | <input checked="" type="checkbox"/> Erie |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Franklin | <input type="checkbox"/> Fulton | <input type="checkbox"/> Genesee | <input type="checkbox"/> Greene |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Herkimer | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Kings | <input type="checkbox"/> Lewis |
| <input type="checkbox"/> Livingston | <input type="checkbox"/> Madison | <input type="checkbox"/> Monroe | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Nassau |
| <input type="checkbox"/> New York | <input type="checkbox"/> Niagara | <input type="checkbox"/> Oneida | <input type="checkbox"/> Onondaga | <input type="checkbox"/> Ontario |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Orleans | <input type="checkbox"/> Oswego | <input type="checkbox"/> Otsego | <input type="checkbox"/> Putnam |
| <input type="checkbox"/> Queens | <input type="checkbox"/> Rensselaer | <input type="checkbox"/> Richmond | <input type="checkbox"/> Rockland | <input type="checkbox"/> Saint Lawrence |
| <input type="checkbox"/> Saratoga | <input type="checkbox"/> Schenectady | <input type="checkbox"/> Schoharie | <input type="checkbox"/> Schuyler | <input type="checkbox"/> Seneca |
| <input type="checkbox"/> Steuben | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Sullivan | <input type="checkbox"/> Tioga | <input type="checkbox"/> Tompkins |
| <input type="checkbox"/> Ulster | <input type="checkbox"/> Warren | <input type="checkbox"/> Washington | <input type="checkbox"/> Wayne | <input type="checkbox"/> Westchester |
| <input type="checkbox"/> Wyoming | <input type="checkbox"/> Yates | | | |

How did you learn about DHPSNY?

- | | |
|---|---|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> DHSPNY website |
| <input type="checkbox"/> DHPSNY Email | <input checked="" type="checkbox"/> Colleague |
| <input type="checkbox"/> DHPSNY Facebook Page | <input type="checkbox"/> Other: _____ |

A. Application Narrative

1. What is the historical significance or uniqueness of your archival collection, and how are your collections related to your organization's mission?

The Society's archival collections constitute the most complete existing picture of the history of Willingboro. The collections contain thousands of items, most of which are unique or of special interest to the local area but also serve to document the industrial and labor history and immigrant experience of the northeastern United States in the 19th and early-to-mid 20th century. The collections form a narrative of a bustling and productive mill town and serve as a reminder of Willingboro's central role in the development of the entire region.

The mission of our research library is "To support the advancement of research, education, and enjoyment of Willingboro's history and culture." To that end, our library hosts several annual events that aim to entertain as well as educate, including the Willingboro Days festival, which features late-19th century-themed activities, demonstrations, and period dress. Importantly, we make our collections available by appointment for both personal and academic research. Our library has been utilized by staff from educational institutions around the state, as well local residents for genealogical and other private research.

2. Why is having an Archival Needs Assessment appropriate for your organization at this time?

Our archive has long been a repository for nearly everything of historical significance related to Willingboro. Unfortunately, for a very long period of the organization's history we did not employ a professional archivist or trained librarian. Though we now have a small trained professional staff, there is still a significant amount of unprocessed items, and we are beginning to encounter space issues as we continue to acquire new materials. As we aim to improve access and environmental conditions, we realize it is imperative to conduct a needs assessment to form the basis of future planning and implementation goals.

3. If archival collections at your organization are arranged and described, please estimate the percentage of the collection that is:

- **Accessioned:** 10-15%
- **Inventoried:** 10-15%
- **Processed (i.e. archival materials with a finding aid):** 30%
- **Accessible online:** 80% of our newspaper collections have been digitized and are accessible online.

4. What actions have been taken to care for your archival collection? For example, rehousing and processing collections, upgrading storage or exhibition conditions, improving the environment, or microfilming.

Our collections of newspapers, broadsides, and other historic posters/advertisements have almost entirely been digitized. For several other collections, we identified a list of priority items in most need of rehousing and additional care. We have also drafted a schedule for processing the back-log of currently unprocessed materials. We are currently researching funding opportunities to support building improvements.

5. Has your organization received grant funding in the last three years? If so, please list funding sources.

We have received a one-time grant through the New York State Historic Newspapers program to digitize our collection of newspapers/periodicals. The grant was applied for in 2015 and disbursed in 2016. In addition, we received a \$2,500 special projects grant from the John Quays Foundation in 2016 to support summer educational programming for 2017.

6. What do you feel are of areas of concern for your organization's archival program? Check off all that apply and comment on specific concerns.

Administration:

- Policies, Procedures, & Planning
- Staffing
- Funding
- Access
- Outreach
- Other

As with many organizations our size, funding is a constant concern. We have no consistent budget for preservation or conservation projects, and we don't have a budget or strategy to promote our archives for research use. We need to increase public awareness of our collections, as well as increase engagement with our local history through the use of our resources.

Collections Management:

- Acquisition & Appraisal
- Accessioning & Deaccessioning
- Arrangement & Description
- Digital Records & Digitization
- Collection/Archival Management System
- Other

With the exception of one staff member, we have no staff trained in the proper care and access of our special collections. This affects our ability to manage the collection and its growth, which makes it difficult to fulfill our mission. We hope that DHPSNY's recommendations will help inform our staff and direct our collections management efforts.

Collections Care & Storage:

- Collections Storage & Housing
- Exhibition
- Other

Our space has several environmental issues that impact collections preservation. We currently have no climate control monitoring or separate climate control for our archival space, and storage space as well as emergency management remain ongoing concerns. There are oversized materials that we are not clear on how to house safely.

B. Staffing and Collection Use

1. Staff size: 6

Full Time: 4

Part Time: 2

Volunteer: 3

Students/Interns: 0

2. Are any staff members assigned archival responsibilities? Y N

full-time part-time committee other _____

3. Is your organization open to the public? Y N

If yes, note open hours.

Monday - Friday 9 AM - 8 PM

Saturday 10 AM - 4 PM

4. Number of visitors per year: 5,000

5. Number of researchers per year: 40

6. How do you make your archival materials available to the public and researchers?

Exhibitions, Research Library

7. Is there a line item specifically for the archives in the institution's budget? Y N

If so, how much funding is allocated for processing and housing supplies? n/a

C. Surveys and Policies

1. What surveys/assessments has the institution received or is now being undertaken? Please give approximate dates and surveyor name(s).

- Preservation Needs Assessment _____
- Archival Needs Assessment _____
- Collection Specific Survey 2013, surveyed by consultant Craig Scanlon
- Historic Structures Report _____
- HVAC 2015, surveyed by city engineer Martin Bramah
- Policy/procedures _____
- Other _____

2. The organization has the following policies (check as many as apply and indicate year written):

- Mission Statement Written 2015
- Collection Management Policy Written 2013
- Collection Development Policy _____
- Exhibition Policy _____
- Loan Policy _____
- Access Policy Written 2014
- Handling Policies Written 2014
- Registration Procedures for Researchers or Visitors Written 2014
- Other _____

3. The institution has the following plans or programs in place (check as many as apply and indicate year written):

- Emergency Preparedness & Recovery Plan Written 2014
- Facilities Management Program _____
- Fire Protection Program _____
- Housekeeping Program _____
- Pest Management Program _____
- Preservation Plan for the Collections _____
- Digitization/Reformatting Plan Written 2014
- Security Program _____
- Strategic Plan _____
- Theft Reporting Plan _____
- Other _____

D. Collections

Please answer each question as carefully and completely as possible in relation to your archival collections.

To be eligible for DHPSNY services, an organization must hold historical records and make them accessible. Collections materials can include, but are not limited to, the following types: diaries, journals, ledgers, minutes, reports, photographs, maps, architectural drawings, deeds, case files, rare books; and may take the following forms: paper, parchment, bound, photographic, microfilm, audiotape, film, videotape, and born-digital, among other forms.

1. List the date range of archival materials in your collection.

Archival collection materials date from 1750 to present.

2. Please describe the types of materials in your collection and the size of your collection.

Our main collection contains approximately 2,000 items documenting the history of the village of Willingboro and the surrounding counties, including maps, scrapbooks, local government records, financial documents, clothing, audio recordings, and visual art.

3. The most important archival collections are..

Our biggest special collection is the Frank Medford Collection, which consists of about 1,000 items from the local artist's family archives, including paintings, correspondence, contracts, and other manuscripts. Another major collection is the Patty Melrose Collection, which includes about 200 items relating to the local philanthropist's life and work. In addition, the William H. Middleton Library is housed in our location and consists of 80.5 linear feet of books (dating from 1790-1940) that were donated by the Middleton family from his personal collection.

4. How much of the archival collection is on exhibition?

Approximately 10-15%, with plans for additional exhibitions that will hopefully result in large increases in the percentage of materials exhibited.

5. What types of materials are typically placed on exhibition?

Paper items, such as books, manuscripts, and maps; clothing, such as uniforms and costumes; and industrial items such as industrial tools, crown wheels, and other machinery from local mills.

6. In how many buildings are the collections stored?

One building

7. Have any of the buildings received historic registration?

Y N

If yes, note type of registration:

Our building was placed on the State historic registry in 2016 and dedicated in late 2017.

This application was completed by:

John Marshall / Associate Director
Name/Title

1/30/2021
Date

Authorization Signatures:

Saffron Prior
Senior Board Member*

1/30/2021
Date

Julie Cortland
Executive Director**

1/30/2021
Date

** For Senior Board Member, please have the highest ranking official at your organization (e.g., Chair of the Board, President of the Board) sign in this location.*

*** If your institution has staff, please have the highest ranking staff member sign in this location. If you are a department/division, please have the head of that department/division sign in this location.*